

## MEETING #17 – March 26, 2019

At a Regular Meeting (#2) of the Madison County Board of Supervisors at 6:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chair  
Amber Foster, Vice-Chair  
Jonathon Weakley, Member  
Charlotte Hoffman, Member  
Jack Hobbs, County Administrator  
Mary Jane Costello, Asst. County Administrator/Finance Director  
Sean Gregg, County Attorney  
Jacqueline S. Frye, Deputy Clerk

ABSENT: Kevin McGhee, Member

### Call to Order

*Pledge of Allegiance & Moment of Silence*

Determine Presence of a Quorum/Adopt Agenda

Chairman Jackson called for the following additions:

*8c: Budget Analysis*

*14: Closed Session to add 2.2-3711(A)(3) [Acquisition of Real Property]*

*11: Caveat before Item 11a*

Supervisor Foster moved that the Board approve today's Agenda as amended, seconded by Supervisor Hoffman.

*Aye: Jackson, Foster, Weakley, Hoffman. Nay: (0). Absent: McGhee.*

### 3. Public Comment:

Chairman Jackson opened the floor for public comment. With no comments being brought forth, the public comment opportunity was closed.

### 4. Special Appearances:

#### *a. VDOT Work Session:*

*i. Consideration: Draft Six-Year Secondary Road Plan:* Joel DeNunzio, VDOT Charlottesville Residency, was present to provide highlights from the upcoming public hearing on May 14, 2019 on the 6-year secondary road improvement plan that focused on the following:

Projected funding allocations: FY19-20 CTB formula, Telefee Funds, District Grant [unpaved])

Secondary Six Year Road Plan Facts:

- CTB Formula and District Grant Unpaved - Unpaved State allocations can be spent only on an unpaved road with a minimum traffic county of 50 vehicles per day.
- Formula State allocations and Telefee allocations are not restricted to traffic count and can be

spent on both paved and unpaved roads.

- Madison County has over 309 miles of secondary roads in the state system with over 218 miles paved.

- Madison County has 90 miles of non-hard surfaced roads and of this; approximately 45 miles qualify for hard surfacing. 9.22 miles of unpaved roads are currently included in the Secondary Six Year Plan.

Current roads in the plan include: 1) Fletcher Road (Rt. 675); 2) Pea Ridge Drive (Rt. 666); 3) Desert Road (Rt. 606); and 4) Whippoorwill Road (Rt. 603).

#### Scenarios for the proposed plan:

There is leftover funding allocation totaling \$150,000 in unpaved road funds which can be combined with Telefee funds to fund some small roadway projects. The existing plan can remain 'as is' or the County can elect to identify other roads to be added to the proposed plan by utilizing Telefee funds or add unpaved road funds to improve some funds. It was suggested that the County utilized unpaved roads funds and save Telefee funding for other items that may arise in the near future.

Funding is available in FY25 for an unpaved road project; the County can elect to leave those funds in a future unpaved road balance entry account and will be shown as such in the secondary six-year plan. The Department does recommend developing a prioritized list of projects that could be added to the secondary six-year plan with future updates as funding allows.

Work will be initiated on the portion of Novum Road that lies in Culpeper County. It was suggested that when this work is being done, that the two-tenths of a mile or the road that lies in Madison County be included for grading at a cost of \$50,000 and paid with unpaved road funds or Telefee funds.

- *Supervisor Weakley: Suggested that Telefee funds be utilized to cover the costs of improvements to the two-tenths of Novum Road (as opposed to using unpaved road funds)*

Chairman Jackson opened the floor for discussion on the proposed six-year road improvement plan.

The following individuals provided comments:

- William (Bill) Sanford (Forrest Drive): Verbalized concerns that Forrest Drive was removed from the existing six-year plan as suggested (by his neighbor, Billy Hill); encouraged VDOT and the Madison County Board of Supervisors to move Forrest Drive to the top of the list and back into its original position on the current road plan.
- Billy Hill (Forrest Drive): Feels that VDOT has done an exceptional job with Forrest Drive (i.e. crowning) during the recent periods of heavy rain and snowfall during the year; feels that drainage is very good now; the road is in excellent shape and needs nothing further done to it.

With no further comment(s) being brought forth, the floor was closed for comments.

Discussions from the Board focused on:

- Date of last traffic count (Forrest Drive)
- Whether to add the road to the proposed plan

To which it was reported that the last traffic count was done in 2014. Mr. DeNunzio noted that no action was needed for tonight's work session. A public hearing on the proposed plan has been scheduled for May 14, 2019 at 4:00 p.m.

After discussion, it was the consensus of the Board to request that a current traffic count be initiated for Forrest Drive, and that this road be added to the proposed plan and discussed during the upcoming public hearing process.

- *Supervisor Weakley: Questioned whether the placement for Whippoorwill Road has been swapped; questioned the former placement of Forrest Drive and the funding level for the improvements*

To which Mr. DeNunzio explained that:

- ✚ Whippoorwill Road is at the bottom of the list
- ✚ Fletcher Road is the County's top priority
- ✚ Forrest Drive was second (after Fletcher Road) with a funding amount of \$245,000.00 for 1.4 miles (from Rt. 15 to the end of the roadway)

Mr. DeNunzio further noted that the Warrenton Residency Office will complete the work on Novum Road (which will be prioritized). A traffic count will also be initiated on Forrest Drive and provided to the Board.

After discussion, it was the consensus of the Madison County Board of Supervisors to add Forrest Drive to the proposed six-year secondary road improvement plan for discussion at the upcoming public hearing process.

**ii. Consideration: U.S. Rt. 29 Crossover Removal:** Mr. DeNunzio advised of VDOT's proposal to close certain crossovers on Route 29 in Madison County. One crossover in particular is used by an adjacent farm to access their property; however, the closure of some crossovers being proposed are for safety reasons. The proposed crossover is located about 2,800 feet north of the Madison/Greene county line, and does not have any adjacent connections nor does it appear to be needed for use from adjacent properties. The crossover does not have turn lanes and has a substandard guardrail. In closing, he noted that VDOT would like to close the crossover to ensure the safety of the road, and would like to receive the County's concurrence prior to approval.

Comments:

- *Chairman Jackson: Verbalized concerns that once the County loses a road, it's never returned*

To which Mr. DeNunzio explained that in the event a new development is initiated in a particular area, the roadway will be reinitiated to provide a safer crossover if needed.

After discussion, the Board noted no issues with the proposal to close the crossover being discussed.

**iii. Consideration: U.S. Rt. 29 Welcome Sign Locations:** Mr. DeNunzio advised that VDOT is working to attain permits for proposed signage, and also noted that the County will be responsible for all perpetual maintenance associated with the signage.

- *Supervisor Hoffman: Verbalized concerns regarding advertising signage being put into place and not being taken down; questioned if VDOT would authorize the Board to require individuals to remove placed signs.*
- *Chairman Jackson: Referred to a discussion at a commission meeting concerning signage.*

Mike Mosko was present and advised that the commission recently discussed the development of language concerning tonight's issue that will make the County the 'custodian' of the VDOT right-of-way.

Mr. DeNunzio advised that signage should be removed before any mowing begins, and also noted he'd like to looking into asking the regional jail to develop a crew of trustees with a paid guard to assist with these types of tasks.

Discussions also focused on whether the Albemarle Regional Jail can compile a crew of trustees to assist with the today's task of discussion.

In closing:

- Mr. DeNunzio was also asked to follow up with Board concerning future developments with the regional jail
- Mike Mosko was asked to forward a copy of all communications regarding signage to the Board for review/advisement

Roger Berry, Director of Facilities, was present and suggested that VDOT review the participant list for the Adopt-A-Highway program. He will look into seeing if an inmate crew can be used (CVRJ) to assist with trash pick-up along County roads - most who do community service are utilized at the landfill facility.

## 5. Constitutional Officers:

**a. Report: Real Estate Reassessment:** Brian Daniel, Commissioner, was present to provide an overall summary of 2018 real estate values and 2019 real estate values.

## 2018 REAL ESTATE VALUES

TOTAL ASSESSED VALUE	\$1,656,665,900
TOTAL TAX	\$11,265,328.12
COLLECTED TAX	\$10,700,425.50
TAX RATE	\$0.68

## 2019 REAL ESTATE VALUES

TOTAL ASSESSED VALUE	\$1,749,278,200
LOWERED TAX RATE	\$0.654
% INCREASE EQUALIZED VALUE	3.90%
TOTAL TAX @ \$0.70	\$12,244,947
COLLECTED TAX * @ \$0.70	\$11,583,297

### PROJECTED 2019 REAL ESTATE REVENUE

	LAND	IMPROVEMENTS	TOTAL	DEFERRED	TAXABLE	TOTAL TAXABLE	TOTAL TAXES @.70	TOTAL ACRES	TOTAL PARCELS
TAXABLE	\$ 1,193,534,200	\$ 1,069,464,800	\$ 2,266,031,600	\$ 664,558,100	\$ 147,804,700	\$ 1,749,278,200	\$ 12,244,947	161,697	9,142
NON-TAXABLE	\$ 115,811,400	\$ 222,314,200	\$ 338,125,600					43,298	221
GRAND TOTAL	\$ 1,309,345,600	\$ 1,291,779,000	\$ 2,604,157,200	\$ 664,558,100	\$ 147,804,700	\$ 1,749,278,200	\$ 12,244,947	204,995	9,363

DEFERRED - THE VALUE OF THE PARCELS THAT PARTICIPATE IN THE LAND USE PROGRAM IS REMOVED.

TAXABLE - THE VALUE ADDED BACK, INCLUDING LAND USE VALUE OF QUALIFYING LAND AND THE NONQUALIFYING VALUE OF THE PARCELS PARTICIPATING IN THE LAND

2018 TOTAL ASSESSMENT/TAX	\$ 1,656,665,900	\$ 11,265,328.12	\$ 0.654485	EQUALIZED TAX RATE			
2019 TOTAL ASSESSMENT	\$ 1,749,278,200		3.90%	% increase equalized	\$ 0.6545	6.954%	Tax rate % increase @ \$.70
Organic growth	\$ 28,027,485		5.590%	% increase w/ org growth	\$ 0.7000		
Total	\$ 1,721,250,715						

TAX RATE @	Assessed Tax	Collected (95% less exempt)	INCREASED REVENUE	IMPACT ON \$300,000 PROPERTY INCREASE OVER 2018 TAX	IMPACT ON \$1 MILLION PROPERTY INCREASE OVER 2018 TAX
\$ 0.65449	\$ 11,448,764	\$ 10,826,923	NONE	NONE	NONE
\$ 0.66	\$ 11,545,236	\$ 10,918,571	\$ 91,649	\$ 60	\$ 600
\$ 0.68	\$ 11,895,092	\$ 11,250,934	\$ 424,012	\$ 120	\$ 800
\$ 0.70	\$ 12,244,947	\$ 11,583,297	\$ 756,374	\$ 180	\$ 1,000
\$ 0.72	\$ 12,594,803	\$ 11,915,660	\$ 1,088,737	\$ 240	\$ 1,200
\$ 0.74	\$ 12,944,659	\$ 12,248,023	\$ 1,421,100	\$ 300	\$ 1,400
\$ 0.76	\$ 13,294,514	\$ 12,580,386	\$ 1,753,463	\$ 360	\$ 1,600
\$ 0.78	\$ 13,644,370	\$ 12,912,749	\$ 2,085,826	\$ 420	\$ 1,800
\$ 0.80	\$ 13,994,226	\$ 13,245,111	\$ 2,418,189	\$ 480	\$ 2,000
\$ 0.82	\$ 14,344,081	\$ 13,577,474	\$ 2,750,552		
\$ 0.84	\$ 14,693,937	\$ 13,909,837	\$ 3,082,914		

DISABLED VET & KIA				
YEAR	2015	2016	2017	2018
COUNT	19	22	23	24
EXEMPTION	\$22,614.93	\$26,193.12	\$31,471.16	\$32,855.13
ELDERLY DEFERRAL				
YEAR	2015	2016	2017	2018
DEFERRAL	\$ 11,327	\$ 10,254	\$ 15,974	\$ 16,548
		Total Exempt/Deferred		\$ 49,402.93

SUMMARY: The overall assessed value increased to \$1.75 billion, a 5.6% increase in the real estate tax base. The assessed value excluding organic growth increased 3.9%. New growth contributed approximately \$28 million to the tax base. Improvement value and land use value both recognized about a 20% increase, while fair market land values saw a 20% decrease. The lowered rate necessary to offset an increased assessment is \$0.654 per \$100 of assessed

	Culpeper	Greene	Orange	Page	Albermarle	Rapp	Fauquier
2018	\$ 0.670	\$ 0.775	\$ 0.804	\$ 0.700	\$ 0.839	\$ 0.730	\$ 0.982
(proposed) 2019	tba	\$ 0.825	tba	tba	\$ 0.854	\$ 0.730	\$ 0.984

Fair Market Value Growth (Assmt book/Actual)	FMV LAND	IMPROVEMENTS (equalized)	TAXABLE LAND USE VALUE	Qualified land value (equalized)	Qualified acreage
\$ 2,262,999,000	\$ 2,266,031,600	\$ 1,638,965,100	\$ 1,291,779,000	2018	108,779
\$ 28,027,485	\$ 28,027,485	\$ 1,309,345,600	\$ 1,049,952,715	2019	109,025
\$ 2,234,971,515	\$ 2,238,004,115				
\$ 2,310,411,500	\$ 2,310,411,500				
-3.265%	-3.134%	% change			

- Supervisor Weakley: Suggested the next budget work session include discussions on how much a one percent tax increase will produce.

In closing, the Commissioner encouraged the Board to allow the offices of the Treasurer and Commissioner the ability required to meet the June 26'2019 tax deadline.

The Finance Director advised that the County needs to have the upcoming draft budget notice needs to disclose the budget and gross expenditures

After discussion, it was the consensus of the Board to have extensive discussions at the next budget work session.

## 6. County Departments:

**a. Report: Proposed Public Safety Mutual Aid Agreement:** John Sherer, Emergency Management Services Coordinator, was present to advise that the County's existing mutual aid agreement needs to be updated. A draft document is being provided for review and advisement and includes a clause that. The draft agreement has also been sent to Rappahannock County for review.

### DRAFT

#### REVOCABLE PUBLIC SAFETY MUTUAL AID AGREEMENT BETWEEN MADISON COUNTY, MADISON COUNTY FIRE COMPANY INC., MADISON COUNTY RESCUE SQUAD and RAPPAHANNOCK COUNTY

*This agreement made this day of 2019 by and between Madison County, a political subdivision of the commonwealth of Virginia, hereinafter referred to as "Madison" and Rappahannock County, a political subdivision of the commonwealth of Virginia hereinafter Referred to as "Rappahannock"*

*WHEREAS, it is deemed to be mutually beneficial to Madison and Rappahannock to enter an agreement concerning mutual aid with regard to Fire and Rescue Services; and*

*WHEREAS, the parties desire that the terms and conditions of this Mutual Aid Agreement be established pursuant to Title 27, chapter 27-1, 27-3 & 27-4 of the Code of Virginia and with chapter 42 of the USC 1856a*

*NOW THEREFORE WITNESSETH, that for and in consideration of the mutual benefits to be derived by Madison and Rappahannock from this agreement, Madison hereby covenant and agree each with the as follows:*

- 1. That Madison and Rappahannock will endeavor to provide fire suppression, Fire prevention, Rescue, Hazardous materials response and Emergency medical services to the other County within the capabilities available at the time the request for such support is made. Such response may be made by County – paid employees or by County Volunteer fire and Rescue Company members.*
- 2. Nothing in this agreement should be in any manner should be construed to compel either County to respond to a request for services in the other County when resources of the county to which the request is being made are needed ,or are being used ,within the boundaries of its own County, nor shall any request compel the assisting County to continue to provide to provide services to the other County when its personnel, apparatus or equipment are needed within the boundaries of its own County.*
- 3. That each County acknowledges that it is fully capable of providing Fire and EMS Services, hazardous material response services to adequately serve its respective County.*
- 4. That neither County should be liable to the other for any loss or damage to property or personal injury or death resulting from the performance of this agreement.*
- 5. That each County shall indemnify and safe harmless the assisting County from all claims by third parties for property personal injury which may arise out of the activities of the assisting County resulting from the performance of this*

*agreement; provided, nothing in this Agreement shall be construed as a waiver of sovereign immunity by either County.*

6. *The County requesting assistance shall not be required to reimburse the Assisting County for apparatus ,equipment or personnel occasioned by a response for assistance, or for damage to such apparatus or equipment, or injuries to personnel incurred when responding in the other County; provided, however, the County requesting assistance shall pay the responding entity from the other County the cost of specialized extinguishing or hazardous material mitigation agents use in rendering assistance pursuant to this agreement.*
7. *That the County requesting assistance pursuant to this agreement shall make such request to the emergency communications center of the assisting County, which will then contact the appropriate Fire or EMS department officials and determine its response.*
8. *That when the County elects to respond to a request for assistance, the personnel making such response shall not become employees of the County requesting assistance for the purposes of the Virginia Workers Compensation Act.*
9. *That when the County elects to respond to a request for assistance, the personnel staffing such responding units shall remain under the command of the responding officer and shall not be split during emergency operations unless ordered to do so by the senior responding officer.*
10. *That when a County elects to respond to a request for assistance and it is determined by the senior responding officer that operations are being conducted in an unsafe manner, he or she will immediately notify the incident commander of his or her observations and limit assistance to ensure the safety of personnel.*
11. *That when an assisting County has a revenue recovery policy in place, the assisting County will bill for EMS transport.*
12. *This Agreement may be terminated by either County by giving thirty days written notice of termination.*

The County Administrator stressed the need for the County to have an up-to-date mutual aid agreement in place.

In closing, the Emergency Management Services Coordinator advised that the last mutual aid agreement was done in 2006. He also stressed the need for the County to have an agreement in place with the national park.

**Economic Development & Tourism:** Tracey Williams Gardner, Director of Economic Development & Tourism, was present and advised that:

- The former Bonanno's Restaurant will now become "Mirandas" - opening 4'5'19 - 7 days a week (serving normal southern cooking)
- Gateway signs have arrived
- Madison volunteers and neighbors (spearheaded by Karen Coppage) will host a "Madison Clean Up Day" on May 4, 2019
- ***d. Benefits Consultant Contract:*** The Finance Director advised that the county, school system and social services all participate in a group insurance plan with Local Choice. It has been reported that premium costs will increase by thirty-eight percent (38%). Employees will need to be advised of the increased cost associated with the proposed increased. At this time, the school board has attained a benefits consultant, who has offered to initiate a contract with the County for a one-time contribution analysis at a cost of \$5,300.00 to provide the following services:

- Assist Madison County with current and 2019 contribution structure to include a salary/benefit cost study.
- Assist Madison County with potential 2019 Local Choice Plan offerings
- Meet as necessary with County employees and Board of Supervisors with recommendations and plan of action

All other services can be provided for a one-year period at an additional cost of \$8,700.00 for additional services to include:

❖ COBRA Administration

Includes all required COBRA notices from new hire notification to premium collection for active COBRA participants

❖ Request for Proposal Submissions-

- health insurance
- dental
- life insurance
- disability
- flexible spending accounts
- prepaid legal
- voluntary benefits (Aflac, Allstate)
- section 125
- benchmarking with nearby municipalities
- Hybrid employee disability benefit analysis

❖ Employee/ Employer Communication-

- employee meetings
- written communication
- Brain Shark presentations
- health fairs
- coordinating insurance company visits
- Power Point presentations
- Benefit Statements
- Benefit Booklets
- Employer committee meetings
- Department meetings

❖ Claims Assistance and Resolution-

Assist the employees of Madison County with health and dental claim issues.

❖ Annual ERISA, ACA & HIPAA Compliance Reviews

Ongoing ACA Legislation updates and Compliance reviews (see attached Service Calendar for detailed information). Emphasis on employer requirements and filing:

1094-C/1095-C filing timeline and requirements

❖ Guidance regarding HIPAA annual required notices, SBC requirements, Exchange Notice rules, etc.

❖ DOL Audit Preparation



Comments from the Board:

- *Supervisor Weakley: Verbalized concerns as to how the increase will affect employees within certain salary ranges (i.e. all healthcare costs aren't equal)*

The Finance Director encouraged the Board to move forward to provide information as to how income brackets will be affected by a final decision on healthcare, and advised that there is a 'trade off' between providing a COLA and coverage for an increase in healthcare costs. Funding to cover the costs for a consultant will be derived from timber sales funding.

The County Administrator advised that there is much complication with the healthcare insurance situation.

The County Attorney also verbalized agreement with the aforementioned comments and prior suggestions made by the Finance Director concerning the healthcare situation, and also asked if the most recent iteration of a contract agreement was available for review.

The Finance Director noted that three versions of the contract have been received...these and all notations will be forwarded onto the County Attorney for review.

Supervisor Weakley moved that the Board authorize the consultant contract with a total contribution of \$14,000.00 with the authorization from the Assistant County Administrator, the County Administrator, and the County Attorney to work to develop an advantageous contract for the County, seconded by Supervisor Foster.

*Aye: Jackson, Foster, Weakley, Hoffman. Nay: (0). Absent: McGhee.*

## **7. Committees or Organizations:**

**a. Report on Status of Committees & Other Appointments:** The Deputy Clerk noted that there have been no applications received for the Rappahannock Juvenile Detention Board vacancy. At the last meeting Valerie Ward, Director of Social Service advised that the CPMT did recommend one (1) candidate to fill the parent representative slot on the CPMT Board and that there is one (1) candidate to be reviewed for the parent representative slot on the FAPT Board. Based on an email received on 3'25'19 from Tiffany Woodward, CSA Coordinator, the CPMT Board has voted to appoint Ms. Brenda Allen to serve as the Parent Representative on their Board.

Nan Coppedge was present and agreed to serve on as the Board's representative on the Rappahannock Juvenile Detention Center Board.

Supervisor Weakley moved that the Board appoint Nan(cy) Coppedge to serve as the County's representative on the Rappahannock Juvenile Detention Center Board (for a term ending 12'31'19), seconded by Supervisor Foster.

*Aye: Jackson, Foster, Weakley, Hoffman. Nay: (0). Absent: McGhee.*

Supervisor Hoffman moved that the Board appoint Brenda Allen to serve (as the parent representative) on the CPMT Board for a term ending 12'31'19, seconded by Supervisor Foster. *Aye: Jackson, Foster, Weakley, Hoffman. Nay: (0). Absent: McGhee.*

**Madison County Planning Commission:** Nan Coppedge was present to advise that the commission is working on the event venue ordinance; a public hearing has been scheduled for the April 3'2019 Joint Meeting session; discussions continue solar farm utility energy. A draft ordinance may be in order shortly.

8. Finance:

*a. Claims*

\$ 52,438.53 (3'22'19)

~~\$373,658.76~~ (3'26'19)

\$426,097.29 (Total)

Highlights:

- \$35,000.00 (Final Wingate bill)
- \$210,000.00 (4th qtr. Pmt. to CVRJ)
- \$35,000.00 (4th qtr. Pmt. to Health Dept)
- \$53,000 (4th qtr. Pmt. to MCPRA)
- \$20,000.00 (4th qtr. Pmt. to CSB)
- \$15,000.00 (4th qtr. Pmt. to RJDC)
- \$11,000.00 (4th qtr. Pmt. to Madison Library)

Supervisor Foster moved that the Board approve claims in the amount of \$426,097.29, seconded by Supervisor Hoffman. *Aye: Jackson, Foster, Weakley, Hoffman. Nay: (0). Absent: McGhee.*

*b. Supplements*

*i. Consideration: Funding for Madison County primary School Renovation Project:* The Finance Director advised that a letter was received from the Madison County School Board to request a supplemental appropriation in the amount of \$193,529.00 for the design phase of the Madison Primary School project. It was further suggested that the County utilize the school's restricted fund balance that has been on hand for a few years; the school lottery fund has balance that was received from the state to be maintained in a separate bank account. Additionally, it was noted that the schools' CIP fund (at the end of FY18), there was a balance of \$38,640.00 with about \$4,000.00 coming from FY18, and suggested that both funding items be utilized with the difference from the fund balance in the general fund.

The County Attorney advised of concerns that there is a disincentive within the budget regarding:

- Architectural fees (if project goes over budget, these fees will increase proportionately)
- If there are significant cost overruns, the architectural firm should be held accountable
- There was no mention of hourly rate(s) being paid to staff listed (i.e. professional services costs)
- Whether there is any way to account for change-orders paid to the contractor as a result of design errors/limitations

Tina Weaver, Director of Administration, was present and clarified that the school system is working off the contract dated 11'19'19 with a total of \$193,529.00, which is a 'fixed cost', includes no overruns, and is for design development. The contract for 11'7'19 denotes for 'Task one - design development' and all that is entailed, and will not be signed or authorized at this time.

The County Attorney noted no issues with the one-page document (to include a signature sheet) dated 11/19/18, with the understanding that all issues previously raised can be addressed later.

Anna Graham, School Superintendent, advised that the school system has decided to move forward with Tier II of the planned project at a cost of \$16,000,000.

➤ *Supervisor Weakley: Questioned the percentage to cover design*

Ms. Weaver advised that communications are being held with the architectural firm weekly. In closing, she reiterated that **the total cost will not exceed \$193,529.00.**

Supervisor Hoffman moved that the Board approve FY19 Supplemental appropriation #28, seconded by Supervisor Weakley. ***Aye: Jackson, Foster, Weakley, Hoffman. Nay: (0). Absent: McGhee.***

**c. Budget Analysis:** The Finance Director provided the following worksheet regarding estimated additional budgetary needs for FY19 and potential sources of funding as of March 26/2019:

**Madison County  
Estimated Additional Budgetary Needs  
For FY19 and Potential Sources of Funding  
As of March 26, 2019**

proposed appropriation on 4/9/2019 Board meeting

**General Fund requirements**

EMS - general operations and payroll	25,000.00
EMS - new building costs	20,700.00
Transfer Station	20,000.00
Jail medical costs	20,000.00
General provision	50,000.00
Accumulated leave payout (April 2019)	7,600.00
Employee Benefits Consulting contract (subject to approval)	14,000.00
2 new vehicles (E911 & Bldg)	64,677.62
2nd phase IT consulting contract	TBD
Total KNOWN Operating	221,977.62

**Potential Sources of Funding**

Balance remaining - operations contingency	6,971.80
Balance remaining - accrued leave contingency	23,066.76
Timber sales - total	453,461.50
Timber sales - reduction for direct expenses previously appropriated	(50,341.15)
Estimated annual CSA savings - local share	221,505.65
	654,664.56

**School capital costs:**

Design Development - Primary School project	193,529.00
School vestibule security improvements	TBD
Total KNOWN School	193,529.00
<b>TOTAL KNOWN REQUIREMENTS</b>	<b>415,506.62</b>

**Potential Sources of Funding**

School lottery funds	1,893.59
School Capital Fund - opening fund balance	38,640.57
Subtotal	40,534.16
Unused Original School Capital Budget	49,178.22
Potential savings - GF - see above	TBD
Fund Balance	TBD

Additional items of concern include:

- New building costs (EMS)
- New vehicle purchases
- Benefits contract

There is still \$49,000.00 of unappropriated funding that remains (out of the \$300,000 that was appropriated to the school board for capital projects). In closing, the Board was advised that the final funding outcome will be a positive one.

## 9. Minutes

### *a. March 12th and 14th, 2019 Meetings*

Chairman Jackson called for corrections and/or adoption of the minutes of March 12th and 14th

#### **March 12'2019**

Supervisor Foster moved that the minutes of March 12, 2019 be approved as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Foster, Hoffman. Nay: (0). Absent: McGhee. Abstain: Weakley.*

#### **March 14'2019**

Supervisor Foster moved that the minutes of March 14'2019 be approved as presented, seconded by Supervisor Weakley. *Aye: Jackson, Foster, Weakley, Hoffman. Nay: (0). Absent: McGhee.*

## 10. Old Business

*a. Report: Social Services Building Reimbursement Agreement:* The County Administrator advised that the current lease for the social services building expired May 14'2018. At that time there was no more depreciation to claim and the County's social services operation has remained in the current building without any formal agreement in place. They Board may want to provide some general guidance on the development of the agreement in an effort to maximize the financial impact on the County's budget. A draft MOU document was provided for review and advisement.

The County Attorney noted concerns regarding the:

- Total expenses for the building ('dollar per dollar')

And:

- Whether a fixed amount can be charged each month

Once the above information is in order, the matter will be taken care of.

## 11. New Business

*a. Report: Zoning Administrator Replacement Process:* Chairman Jackson advised that Betty Grayson, Zoning Administrator, will be retiring after forty-four (44) years of service to the County. Supervisor Hoffman has suggested that a luncheon be held. It was also suggested that former County Attorney, V. R. Shackelford, III, be asked to write a resolution for presentation to Ms. Grayson at the event.

After discussion, it was the consensus of the Board to hold a luncheon for Betty Grayson on Thursday, April 25th at the Madison County Firehall starting at 12:00 p.m., and that V. R. Shackelford, III be asked to write a resolution to present to Ms. Grayson.

Additional discussions focused on advertising the vacancy and reassignment of duties during the interim. An Interim Zoning Administrator will also be required. A job description has been developed for a County Planner to denote the required duties.

After discussion, it was the consensus of the Board to

- Advertise the position

And to:

- Ask the Planning Commission to provide some assistance along with:
- Two (2) members of the Planning Commission
- Two (2) members of the Board of Supervisors
- The County Administrator

And

- The Building Official

To form a committee to work on the above task and assist with the screening of potential candidates.

It was also noted that the Planning Commission has strongly suggested that a County Planner be hired.

The County Administrator suggested that Wes Smith, Building Official, be secured to run the Zoning Department during the interim in the event that Zoning and Building are combined into one office.

- *Chairman Jackson: Referred to the fact that the County is discussing relocation of several county departments in the near future.*
- *Supervisor Weakley: Questioned the name of the vacancy (i.e. County Planner), and whether the position will be the same as a Zoning Administrator*

Carty Yowell was present and advised that the Planning Commission members have been asked to provide some input as to what they thought would be needed in order to fill the position of a County Planner/Zoning Administrator.

The County Administrator clarified that the existing job description is a 'draft' description.

After discussion, it was noted that input from the Planning Commission would be an asset.

## **12. Information/Correspondence:**

## **13. Public Comment**

Chairman Jackson opened the floor for public comment. With no comments being brought forth, Chairman Jackson closed the public comment opportunity

## **14. Closed Session [2-3711(A) (1) - Personnel and 2.2-3711(A)(3) Discussions on Acquisition of Real Property]**

**a. Motion to Go into Closed Session:** On motion of Supervisor Foster, seconded by Supervisor Hoffman, the Board convened in a closed session pursuant to Virginia Code Section 2.2-3711(A)(1) for discussion on the performance of the County Attorney, and Virginia Code Section 2.2-3711(A)(3) for discussion related to the County's acquisition of real property. *Aye: Jackson, Foster, Weakley, Hoffman. Nay: (0), Absent: McGhee.*

***b. Motion to Reconvene in Open Session:*** On motion of Supervisor Foster, seconded by Supervisor Weakley, the Board reconvened in open session, with the following vote recorded: ***Aye: Jackson, Foster, Weakley, Hoffman. Nay: (0), Absent: McGhee.***

***c. Motion to Certify Compliance:*** On motion of Supervisor Foster, seconded by Supervisor Weakley, the Board certified by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Section 2.2-3711(A)(1) and Virginia Code Section 2.2-3711(A)(3), and only matters that were identified in the motion to convene in a closed session were heard, discussed or considered in the closed meeting. ***Aye: Jackson, Foster, Weakley, Hoffman. Nay: (0), Absent: McGhee.***

***\*No action was taken as a result of the closed session:***

## **15. Adjourn**

With no further action being required, at 9:37 p.m., on motion of Supervisor Hoffman, seconded by Supervisor Weakley, the meeting was adjourned until 2:00 p.m. on March 28'2019 at the Madison County Firehall for a budget work session. ***Aye: Jackson, Foster, Weakley, Hoffman. Nay: (0). Absent: McGhee.***

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R. Clay Jackson, Chairman  
Madison County Board of Supervisors

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Clerk of the Board of the Madison County Board of Supervisors

Adopted on: April 9, 2019

Copies: Board of Supervisors, County Attorney & Constitutional Officers



**Agenda**  
**Regular Meeting**  
**Madison County Board of Supervisors**  
**Tuesday, March 26, 2019 at 6:00 p.m.**  
**County Administration Building, Auditorium**  
**414 N Main Street, Madison, Virginia 22727**

1. Call to Order, *Pledge of Allegiance & Moment of Silence*
2. Determine Presence of a Quorum / Adopt Agenda
3. Public Comment
4. Special Appearances
  - a. VDOT Work Session..... Joel DeNunzio, VDOT
    - i. Consideration: Draft 6-year Secondary Road Plan
    - ii. Consideration: U.S. Rt. 29 Crossover Removal
    - iii. Consideration: US Rt. 29 Welcome Sign Locations
5. Constitutional Officers
  - a. Report: Real Estate Reassessment..... Commissioner of the Revenue Daniel
6. County Departments
  - a. Report: Proposed Public Safety Mutual Aid Agreement..... Emergency Services Coordinator Sherer
  - b. Consideration: Benefits Consultant Contract...Dir. Of Finance/Asst. Co. Administrator Costello
7. Committees or Organizations
  - a. Report on Status of Committee and Other Appointments ..... Deputy Clerk Frye
8. Finance ..... Director of Finance/Assistant County Administrator Costello
  - a. Consideration: Recent Claims
  - b. Consideration: Funding for Madison County Primary School Renovation Project
  - c. Budget Analysis.....Dir. Of Finance/Asst. Co. Administrator Costello
9. Minutes (March 12 & 14 Meetings..... Deputy Clerk Frye
10. Old Business
  - a. Report: Social Services Building Reimbursement Agreement.....County Administrator Hobbs
11. New Business
  - a. Report: Zoning Administrator Replacement Process..... County Administrator Hobbs
12. Information/Correspondence
13. Public Comment
14. Closed Session - Virginia Code Section 2.2-3711(A)(1): Personnel and: Virginia Code Section 2.2-3711(A)(3) Acquisition of Real Property
15. Adjourn (to March 28'2019 at 2:00 p.m. for a budget work session at the Madison County Firehouse)

AMENDMENTS NOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT

